

DD/S 67-3263

COORDINATION
DRAFT

Dr. Robert H. Bahmer
Archivist of the United States
General Services Administration
National Archives and Records Service
Washington, D. C. 20408

Dear Dr. Bahmer:

Your representatives, Dr. Alldredge and Mr. Angel, have met with officers of our Records Administration Program during the past few years concerning our use of vault space in the Federal Records Center at Suitland, Maryland.

The following details arranged through these several discussions are reviewed here as an informal Memorandum of Understanding between the National Archives and Records Service (NARS/GSA) and the Central Intelligence Agency (the Agency):

- a. In the Federal Records Center at Suitland, vault #1 has been reserved on a cost-free basis to store reference collections of the U. S. Intelligence Community. The plan was endorsed by the United States Intelligence Board, Committee on Documentation, at its meeting 4 May 1965 and confirmed with the Assistant Archivist for Federal Records Centers.
- b. The Agency will provide funds and arrange with GSA for the construction of an expanded metal personnel barrier to compartment the Agency's intelligence reference material stored in the vault. This material will be moved to Suitland by Agency personnel beginning during the summer of 1967. The move will be phased over a period of approximately one year. The Agency will provide transportation and couriers for the transfer of records to and from the compartment.
- c. Security cleared personnel will be assigned by the Agency to service material in the Agency compartmented area. These personnel will remain Agency career employees but during their tour of duty at Suitland they will be on an "informal detail" under the supervision of the Manager of the Federal Records Center, Suitland. Their salaries will be paid by the Agency but their time and attendance, leave records, and similar personnel administration records will be maintained by NARS and furnished to the Agency.

d. The records in question have averaged 4,900 separate document services each month for the past two fiscal years. The Agency anticipates full employment of its personnel servicing the Intelligence Community requests for these records. Statistical reports concerning the volume of material in this compartmented storage will be furnished to NARS and the Agency.

e. NARS will protect against unauthorized entry or access to the vault and especially to the Agency compartment. The Agency personnel will ensure security controlled access to the records in the Agency compartment. Other Federal Records Center material will not be stored or commingled with the Agency material in the compartmented area.

f. The acquisition of facilities (phones, lights, packaging equipment and so forth) for servicing the Agency material will be arranged with the Manager of the Records Center. The costs for facilities will be reimbursed by the Agency whenever it is agreed the facility is not ordinarily required by NARS to service inactive records in storage.

Although the foregoing arrangements are not exhaustive or definitive, they seem to provide a basis upon which we may build.

I wish to express our sincere appreciation for the kind assistance and understanding of your staff in establishing for our use the facilities in the Federal Records Center. The availability of records storage space will be of immense value to the records program of this Agency.

Sincerely,

R. L. Bannerman
Deputy Director
for Support

CONCUR:

CONCUR:

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